APPROVED

Northwood Academy Charter School

Minutes

Monthly Board Meeting

Date and Time
Wednesday December 20, 2023 at 5:30 PM

This is a public meeting of the Board of Trustees of Northwood Academy Charter School that was properly advertised pursuant to the Pennsylvania Sunshine Act. The public meeting schedule is posted at the school and on the website.

Members of the public are invited to participate by submitting written comments via email (board@northwoodcs.org). All written testimony should include the individual's name, home address and topic. During the public comment section of the meeting, board members will read into the record short summaries of comments, grouped by topic, and will note the number of individuals submitting comments.

Please Note: In the interest of the health of our staff, board members and public and in alignment with public health guidelines regarding the COVID-19 pandemic, the Board has adjusted the way in which it holds its meetings. The meetings will be accessible to the public via Zoom and recorded.

Zoom Link to join the webinar:
https://us02web.zoom.us/j/88315607853?pwd=TkRxNXdHMHRqSFNnR28vcHBrMnNhQT09

Trustees Present
C. Holmes (remote), D. Hill-Hennie (remote), D. Kleschick (remote), E. Langston (remote), K. Spraga (remote), M. McLeish (remote), W. Young (remote)

Trustees Absent
E. Williams

Guests Present
A. Mohamad (remote), Alyse Weisbrod (remote), Anita Hicks-Bey (remote), Audrey Powell (remote), Averyel Sawyer (remote), Carmen Santiago (remote), Cortez Patton (remote), D. Abellard (remote), E. Leite (remote), E. Lofton (remote), J. Stacey (remote), Jinnely Davidson (remote), Kate Donohue (remote), Michelle Pinkney (remote)

I. Opening Items

A. Call the Meeting to Order

D. Kleschick called a meeting of the board of trustees of Northwood Academy Charter School to order on Wednesday Dec 20, 2023 at 5:42 PM.

B. Record Attendance and Guests

C. Reading of Mission Statement

Presented by Paul Kleschick

Northwood is a comprehensive learning sanctuary that educates and supports the whole child. We achieve this by working as a highly qualified team, that delivers collective knowledge, creativity, and real-world learning experiences required for our students to become successful lifelong learners.

D. Resolution 12202023.1: Approval of Agenda

D. Kleschick made a motion to approve agenda for December 20th, 2023.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Resolution 12202023.2: Approval of Previous Minutes

D. Kleschick made a motion to approve the minutes from October Monthly Board Meeting on 10-18-23.
C. Holmes seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Community Comment

No community comment.

II. Staff Reports

A. CEO

Presented by Eric Langston

B. Principal Report

Presented by Diana Abellard

C. Special Education & Student Support

Presented by Edwena Leite

D. Operations Report

Presented by Averyel Sawyer

E. Human Resources

Presented by Paul Kleschick and Eric Langston

F. Finance Report

Presented by Mike McLeish

III. New Business

A. Resolution 12202023.16:Removal of Trustee Cofield

D. Kleschick made a motion to Remove the Trustee from the Board due to inability to fulfill the role as a Board member.
K. Spraga seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

K. Spraga	Aye
D. Hill-Hennie	Aye
E. Williams	Absent
W. Young	Aye
C. Holmes	Aye
M. McLeish	Abstain
D. Kleschick	Aye
E. Langston	Abstain

B. Resolution 12202023.17: Removal of Trustee Caldwell

D. Kleschick made a motion to Remove the Trustee from the Board due to inability to fulfill the role as a Board member.

K. Spraga seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

D. Hill-Hennie	Aye
E. Langston	Abstain
K. Spraga	Aye
D. Kleschick	Aye
E. Williams	Absent
C. Holmes	Aye
W. Young	Aye
M. McLeish	Abstain

C. Resolution 12202023.18: Appointment of Michelle Pnkney, Trustee

D. Kleschick made a motion to Nominate Ms. Pinkney to the Board of Trustees as the Parent Representative.
C. Holmes seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

K. Spraga	Aye
M. McLeish	Abstain
E. Langston	Abstain
C. Holmes	Aye
W. Young	Aye
D. Kleschick	Aye
D. Hill-Hennie	Aye
E. Williams	Absent

D. Resolution 12202023.19: Appointment of Cortez Patton, Esq., Trustee

D. Kleschick made a motion to Nominate Mr. Patton to the Board of Trustees.
W. Young seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

K. Spraga	Aye
M. McLeish	Abstain
C. Holmes	Aye
D. Hill-Hennie	Aye
D. Kleschick	Aye
E. Langston	Abstain
W. Young	Aye
E. Williams	Absent

E. Oath of Office for Appointed Trustees

Given by Jeffrey Stacey of O'Donnell & Stacey.

Do you solemnly swear that I will support and defend the Constitution of the United States, and the Constitution of the Commonwealth of Pennsylvania, and that I will faithfully, impartially, and justly discharge the duties of a Trustee of the Northwood Academy Charter School to the best of my ability.

Do you further swear that I possess the qualifications of membership as may be prescribed by law, and that having taken the foregoing oath, I hereby signify my acceptance of public office.

F. Resolution 12202023.3: 11/22/2023 Memo

K. Spraga made a motion to accept the calendar change for 1/3/2024 to be a full day PD for staff and an additional day off for students.
D. Kleschick seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Resolution 12202023.4: Updated NACS Organizational Chart

D. Kleschick made a motion to accept the updated NACS Organizational Chart.
C. Holmes seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Resolution 12202023.5: Byrd House Educational Consulting Group

D. Kleschick made a motion to accept Byrd House Educational Consulting Group.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. Resolution 12202023.6: Finalization of the Audit

D. Kleschick made a motion to accept of the Final Audit.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

J. Resolution 12202023.7: Revised Budget

K. Spraga made a motion to accept of the Revised Budget.
D. Kleschick seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

E. Williams	Absent
M. McLeish	Abstain
K. Spraga	Aye
D. Hill-Hennie	Aye
E. Langston	Abstain

Roll Call

D. Kleschick	Aye
C. Holmes	Aye
W. Young	Aye

K. Resolution 12202023.8: Director of Business Authorization

D. Kleschick made a motion to accept the Director of Business Authorization.
C. Holmes seconded the motion.
The board **VOTED** unanimously to approve the motion.

L. Resolution 12202023.9: Paylocity

D. Kleschick made a motion to accept the use of Paylocity.
K. Spraga seconded the motion.
The board **VOTED** unanimously to approve the motion.

M. Resolution 12202023.10: Abila

K. Spraga made a motion to accept the use of Abila.
W. Young seconded the motion.
The board **VOTED** unanimously to approve the motion.

N. Resolution 12202023.11: American Paradigm

D. Kleschick made a motion to accept the use of American Paradigm.
C. Holmes seconded the motion.
The board **VOTED** unanimously to approve the motion.

O. Resolution 12202023.12: Additional 2 Lunch Aides

D. Kleschick made a motion to accept the hiring of additional lunch aides.
W. Young seconded the motion.
The board **VOTED** unanimously to approve the motion.

P. Resolution 12202023.13: NACS Staff Winter Bonus

D. Kleschick made a motion to accept moving forward with Staff Winter Bonuses.
Seconded by Michelle Pinkney
The board **VOTED** unanimously to approve the motion.

Q. Resolution 12202023.14: Employee Referral Program

C. Holmes made a motion to accept the Employee Referral Program.
W. Young seconded the motion.
The board **VOTED** unanimously to approve the motion.

R. CBA12202023.01: Leveling Positions

D. Kleschick made a motion to accept the leveling of positions.
Seconded by Michelle Pinkney
The board **VOTED** unanimously to approve the motion.

S. Resolution 12202023.15: Expulsion of J.R.

D. Kleschick made a motion to table this item in accordance with the discussion at the public meeting.
K. Spraga seconded the motion.
Information was presented to the board, a brief discussion was held, but no vote was held.
The board **VOTED** unanimously to approve the motion.

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:07 PM.

Respectfully Submitted,
D. Kleschick

Documents used during the meeting

- 2023_12_20_board_meeting_agenda.pdf
- CEO Board Report.pdf
- December 2023 Principal’s Report- Academics.pdf
- _Board Report_Special Education and Student Supports_March 2023 (1).pdf
- Ops Board Report _ Sawyer_12-11-23 - edited.pdf
- Memorandum NACS Comp Philosophy 11282023.pdf
- NACS HR Initiatives Timeline as of 113023.pdf
- NACS KPIs Board Summery December 2023 (121223).pdf
- Lunch Aide rev 08.28.19.pdf
- NACS - Additional Lunch Aide Rationale v2.pdf
- NACS New Position Request Form - Lunch Aide (2).pdf
- Employee Referral Program Memorandum (NG) 113023.pdf
- November_Financial_Statements (1).pdf
- NACS_Revised Budget 2023-2024 .pdf
- NACS 11_22 Memo .docx

- NACS Org Chart revised 120623(2).pptx
- NACS Memo - Byrd House Educational Consulting Group.docx
- Byrd House Educational Consulting CBA_Board .docx
- NACS Memo - Byrd House Educational Consulting Group.docx
- Final Audit NACS 2023.pdf
- NACS_Revised Budget 2023-2024 .pdf
- Paylocity Proposal.pdf
- Paylocity.pdf
- Abila MIP Fund Accounting.pdf
- MIP CLOUD PROPOSAL Northwood Academy Charter School.pdf
- American Paradigm Schools.pdf
- CONTRACT._2024._NACS._APS.pdf
- Lunch Aide Positions.pdf
- NACS - Additional Lunch Aide Rationale (1).docx
- Staff Winter Bonus.pdf
- Employee Referral Program.pdf
- Leveling Positions CBA.pdf
- JoRi_Findings of Fact and Conclusions of Law.docx